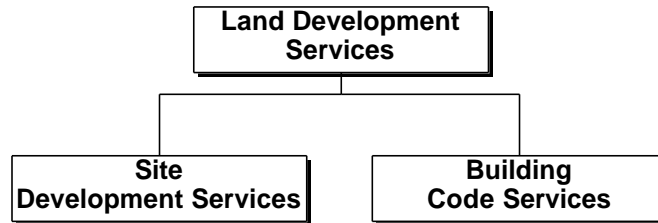


**DEPARTMENT OF PUBLIC WORKS
AND ENVIRONMENTAL SERVICES
LAND DEVELOPMENT SERVICES
(FORMERLY OFFICE OF BUILDING CODE SERVICES)**



LAND DEVELOPMENT SERVICES **(FORMERLY OFFICE OF BUILDING CODE SERVICES)**

Agency Position Summary

Fund 001 (General Fund)

Public Safety	165	Regular Positions	/ 165.0	Regular Staff Years
Community Development	133	Regular Positions (7) (-3 T)	/ 133.0	Regular Staff Years (7.0) (-3.0 T)
Total Positions	298	Regular Positions (7) (-3 T)	/ 298.0	Regular Staff Years (7.0) (-3.0 T)

Position Detail Information

BUILDING CODE SERVICES

Technical Administration

1	Director
1	Deputy Director
1	Management Analyst III
1	Secretary II
1	Secretary I
5	Positions
5.0	Staff Years

Building Plan Review

1	Engineer IV
2	Engineers III
17	Engineers II
1	Engineering Technician II
1	Secretary I
2	Clerical Specialists
1	Engineering Aide
25	Positions
25.0	Staff Years

Permit Administration

1	Code Coordinator III
2	Code Coordinators II
1	Secretary I
4	Positions
4.0	Staff Years

Permit Application Center

1	Engineering Technician III
2	Engineering Technicians II
13	Engineering Technicians I
1	Secretary I
17	Positions
17.0	Staff Years

Information Center and

Licensing Section

1	Engineering Technician II
2	Clerical Specialists
3	Positions
3.0	Staff Years

Inspection Request and

Records

1	Office Service Manager I
6	Clerks II
1	Clerk Typist II
8	Positions
8.0	Staff Years

Site Permits

1	Engineering Technician III
4	Engineering Technicians II
1	Senior Engineering Inspector
2	Clerical Specialists
8	Positions
8.0	Staff Years

Residential Inspections

1	Inspections Branch Chief
18	Master Combination Inspectors
1	Senior Building Inspector
19	Combination Inspectors
6	Super. Combination Inspectors
1	Engineering Technician II
1	Engineering Technician I
2	Secretaries I
49	Positions
49.0	Staff Years

Commercial Inspections

1	Inspections Branch Chief
1	Engineering Technician I
2	Positions
2.0	Staff Years

Critical Structures

1	Engineer III
13	Engineers II
1	Secretary I
15	Positions
15.0	Staff Years

Mechanical Inspections

1	Super. Combination Inspector
1	Master Combination Inspector
3	Senior Mechanical Inspectors
5	Positions
5.0	Staff Years

Electrical Inspections

1	Super. Combination Inspector
4	Master Combination Inspectors
3	Combination Inspectors
2	Senior Electrical Inspectors
1	Secretary I
11	Positions
11.0	Staff Years

Plumbing Inspections

1	Super. Combination Inspector
1	Master Combination Inspector
5	Senior Plumbing Inspectors
1	Supervising Field Inspector
1	Secretary I
9	Positions
9.0	Staff Years

Existing Buildings

1	Chief Electrical Inspector
1	Chief Mechanical Inspector
1	Chief Plumbing Inspector
1	Engineer III
4	Positions
4.0	Staff Years

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Position Detail Information

SITE DEVELOPMENT SERVICES

Technical Planning and Analysis

1	Director
2	Deputy Directors
1	Engineer IV
2	Engineers III
1	Engineer II
1	Management Analyst II
1	Secretary II
2	Secretaries I
11	Positions
11.0	Staff Years

Environmental and Facilities Review

5	Engineers IV
12	Engineers III
20	Engineers II
2	Engineering Technicians III
8	Engineering Technicians II
1	Engineering Technician I
1	Engineering Aide
1	Office Service Manager I
2	Clerical Specialists
2	Secretaries I
54	Positions
54.0	Staff Years

Urban Forestry

1	Urban Forester IV
1	Urban Forester III
8	Urban Foresters II
10	Positions
10.0	Staff Years

Environmental and Facilities Inspections

2	Engineers IV
2	Engineers III (-1 T)
4	Engineers II (-1 T)
2	Engineering Technicians III
5	Engineering Technicians II
6	Supervising Engineering Inspectors
1	Asst. Super. Engineering Inspector
34	Sr. Engineering Inspectors (7)
0	Engineering Technician I (-1 T)
1	Office Service Manager I
1	Clerical Specialist
58	Positions (-3 T) (7)
58.0	Staff Years (-3 T) (7.0)

() Denotes New Positions

(T) Denotes Transferred Positions

Positions in italics are attached to the Site Development Services Cost Center which appears in the Community Development Program Area.

LAND DEVELOPMENT SERVICES **(FORMERLY OFFICE OF BUILDING CODE SERVICES)**

AGENCY MISSION

To ensure that land development and public and private facility construction conform to the Fairfax County Code and policies adopted by the Board of Supervisors, to provide for conservation of natural resources, and to ensure that buildings are constructed as required by the Virginia Uniform Statewide Building Code.

AGENCY SUMMARY					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan¹
Authorized Positions/Staff Years					
Regular	0/ 0	0/ 0	0/ 0	0/ 0	298/ 298
Expenditures:					
Personnel Services	\$0	\$0	\$0	\$0	\$14,579,407
Operating Expenses	0	0	0	0	2,918,124
Capital Equipment	0	0	0	0	231,240
Subtotal	\$0	\$0	\$0	\$0	\$17,728,771
Less:					
Recovered Costs	\$0	\$0	\$0	\$0	(\$43,874)
Total Expenditures	\$0	\$0	\$0	\$0	\$17,684,897
Income: ²					
Permits/Plan Fees	\$0	\$0	\$0	\$0	\$11,069,488
Permits/Inspection Fees	0	0	0	0	15,522,141
Total Income	\$0	\$0	\$0	\$0	\$26,591,629
Net Cost to the County	\$0	\$0	\$0	\$0	(\$8,906,732)

¹ FY 2001 positions include 165/165.0 SYEs in the Public Safety Program Area associated with Building Code Services and 133/133.0 SYE positions in the Community Development Program Area associated with Site Development Services.

² Land Development Services is mandated by the Board of Supervisors to recover at least 80 percent of its costs. Total costs including fringe benefits for this agency are \$21,109,880, for a net cost to the County of (\$5,481,749).

LAND DEVELOPMENT SERVICES **(FORMERLY OFFICE OF BUILDING CODE SERVICES)**

SUMMARY BY COST CENTER					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Community Development:					
Office of Site Development Services	\$0	\$0	\$0	\$0	\$8,406,406
Technical Administration	1,270,476	1,394,788	1,570,810	1,419,607	0
Bonds And Agreements Branch	857,010	793,764	793,764	767,307	0
Plan Processing	2,638,379	2,995,042	2,822,171	3,197,252	0
Urban Forestry	557,447	573,964	902,873	542,312	0
Site Inspections	1,805,646	1,857,755	1,869,987	1,935,644	0
Subtotal	\$7,128,958	\$7,615,313	\$7,959,605	\$7,862,122	\$8,406,406
Public Safety:					
Office of Building Code Services	\$0	\$0	\$0	\$0	\$9,278,491
Technical Administration	1,393,167	1,237,129	1,290,008	1,215,924	0
Building Plan Review	1,221,608	1,249,771	1,264,971	1,390,102	0
Permit Administration	1,250,320	1,448,205	1,430,190	1,431,683	0
Residential Inspections	2,003,656	2,187,647	2,229,351	2,293,382	0
Commercial Inspections	1,615,609	2,163,567	1,973,518	2,061,674	0
Existing Buildings	617,558	663,199	845,512	698,124	0
Subtotal	\$8,101,918	\$8,949,518	\$9,033,550	\$9,090,889	\$9,278,491
Total Expenditures	\$15,230,876	\$16,564,831	\$16,993,155	\$16,953,011	\$17,684,897

PUBLIC SAFETY PROGRAM AREA SUMMARY					
Category	FY 1999 Actual	FY 2000 Adopted Budget Plan	FY 2000 Revised Budget Plan	FY 2001 Advertised Budget Plan	FY 2001 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	165/ 165	165/ 165	165/ 165	165/ 165	165/ 165
Expenditures:					
Personnel Services	\$6,346,604	\$7,221,262	\$6,934,221	\$7,503,818	\$7,691,420
Operating Expenses	1,579,261	1,703,825	2,024,781	1,587,071	1,587,071
Capital Equipment	176,053	24,431	74,548	0	0
Total Expenditures	\$8,101,918	\$8,949,518	\$9,033,550	\$9,090,889	\$9,278,491
Income:					
Permits/Inspection Fees ¹	\$16,218,182	\$15,527,357	\$16,597,942	\$15,526,171	\$15,522,141
Total Income	\$16,218,182	\$15,527,357	\$16,597,942	\$15,526,171	\$15,522,141
Net Cost to the County	(\$8,116,264)	(\$6,577,839)	(\$7,564,392)	(\$6,435,282)	(\$6,243,650)

¹ Land Development Services is mandated by the Board of Supervisors to recover at least 80 percent of their costs. Total costs including fringe benefits for this agency are \$11,085,353, for a net cost to the County of (\$4,436,788).

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As outlined in the FY 2001 Advertised Budget Plan, another stage in the Department of Public Works and Environmental Services (DPWES) reorganization is occurring in FY 2001. The DPWES was formed in FY 1999 through the merger of the Department of Public Works, the Department of Environmental Management and the Facilities Management Division, previously in the Department of General Services which was abolished. It was anticipated at that time that the development of a cohesive organization would be a multi-year process as the Department evaluated its services and overall functionality. DPWES will establish business teams to provide leadership in stormwater, wastewater, solid waste, land development, capital facilities and numerous functional teams to improve coordination of financial management, human resources, systems administration and other business support areas. In addition, initiation of customer service strategic initiatives will continue. The reorganization includes transfer of funding and positions between agencies and results in no net General Fund impact.

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2001 Advertised Budget Plan, as approved by the Board of Supervisors on April 24, 2000:

- As a result of implementation of the DPWES reorganization initiative, the new Agency 31, Land Development Services is created which combines the Offices of Building Code Services and Site Development Services.
- The 2.5 percent cost-of-living/market rate adjustment approved by the Board of Supervisors, and previously held in reserve, has been spread to County agencies and funds. This action results in an increase of \$187,602 to the Land Development Services/Building Code Division.

The following funding adjustments reflect all approved changes to the FY 2000 Revised Budget Plan from January 1, 2000 through April 17, 2000. Included are all adjustments made as part of the FY 2000 Third Quarter Review:

- Net savings of \$172,225 primarily in Personnel Services are associated with the Close Management Initiatives program. These savings are now available for reinvestment in other County initiatives.



Agency Overview

As a result of implementation of the DPWES reorganization initiative, the new Land Development Services Agency is created which combines the Offices of Building Code Services and Site Development Services. This action will allow the new cost centers to share many of the same resources such as applicant pools during recruitment and training. The agency will have greater flexibility in shifting resources and redeploying personnel in order to address higher than anticipated workloads. In addition, efforts to use of computer technology throughout the permit and building processes will be enhanced.

In FY 2001, Building Code Services (BCS) will continue to carry out its mission of enforcing the provisions of the Virginia Uniform Statewide Building Code (VUSBC) and County ordinances to ensure protection of life and property from all hazards incident to building design, construction, use, repair, removal, or demolition. In order to accomplish its mission, BCS will review building plans; perform building, mechanical, electrical, and plumbing inspections; and issue permits and contractors' licenses. Furthermore, in conjunction with the Training Center, BCS will provide technical training and conduct customer outreach programs to help property owners, builders, and contractors meet land development and building code regulations.

Based on customer demands, the agency will continue initiatives designed to increase the level of service delivery. The continued increase in new commercial construction will increase the demand for plan reviews, engineering studies, and

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inspections. In addition, the County's commitment to revitalizing older areas will likely result in a greater demand for BCS services. In response to this increased demand, BCS has developed a multi-faceted strategy to handle the workload increase while maintaining high-level service delivery and limiting the need for additional resources. The BCS strategy includes acceptance of inspections by third parties, peer review of building plans by private sector architects and engineers, acceptance of certification in less critical areas of construction, and deployment of innovative technology to maximize productivity and customer service.

Additionally, staff will continue to expedite the application process and facilitate issuance of permits for property improvements in the "Green Tape" zones designed to further revitalization goals. The existing Annual Permit Program goes beyond the single tenant building concept and encompasses additional properties containing multiple tenants. Additional administrative requirements and spot inspection needs are expected. Expansion of the Building Plan Review *Walk-Thru* Program facilitates permit issuance in revitalization areas. Additionally, a pilot residential property inspection program will help preserve existing housing in the oldest neighborhoods.

During FY 2001, BCS will maintain its focus on additional initiatives to reduce the number of trips that customers must make to locations outside of the Community Development Center located in the Herrity Building. Further, BCS continues to examine ways to eliminate the number of permits and plan submissions required for each project. The cellular telephone pilot program initiated in FY 1998 demonstrated sufficient success and was expanded in FY 1999. Inspectors now equipped with cellular phones spend less time in the office, can communicate with customers regarding their appointments, and can be redirected quickly to construction sites requiring immediate attention.

BCS will also continue to leverage new computer technology in order to improve the quality of plan reviews and field inspections, and to further enhance the timeliness of customer service. In FY 2000, BCS began the replacement of hand-held computers with wireless laptop units. This allows the field inspectors ready access to mainframe data and instant update of inspections files, and facilitates data entry. Other advances in technology are being explored to allow electronic submittal and storage of building plans and issuance of permits via the Internet.

In FY 2001, building plans will continue to be reviewed pursuant to the VUSBC. The Building Plan Review Division will continue to promote the Expedited Building Plan Review Program initiated in FY 1998. This voluntary program allows project owners to accelerate the plan approval process by subjecting plans to a preliminary review by private sector peer reviewers prior to submission of the plans to the County. The additional oversight helps to improve the design and review process, minimizes the need for changes to occur in the field, and facilitates the construction process. In addition, this Division will continue to offer pre- and post-submission conferences with submitting design professionals to improve the quality and timeliness of plan preparation, review, and approval.

The Permits Division will continue as the focal point for the review of construction permit applications by various County agencies and for issuance of permits. The continuing effort to enhance customer service will remain a hallmark in FY 2001 as the Division looks for ways to identify and minimize or eliminate permit requirements with little or no safety benefit; establish alternatives for citizens to obtain a permit other than by visiting the Permit Application Center; utilize advances in technology to enhance the information and services available through the BCS website and automated voice response systems; and improve document retention and preservation.

The Residential Inspections Division (RID) will continue to perform multi-trade inspections of single-family dwellings and collect data for the Department of Tax Administration. This Division will also continue to provide the technical expertise needed to evaluate building and construction incidents posing a danger to the public in support of the Police and the Fire and Rescue Departments. The program of a compressed work week schedule will continue in RID based on the favorable comments received from customers and the benefits derived in terms of reduced overtime and more time available for each inspection.

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The Commercial Inspection Division (CID) will continue to perform inspections of commercial and public buildings and certain multi-family residential projects to ensure that minimum safety requirements of the VUSBC are met. The Master Inspectors Program, which expands the multi-trade inspection program to commercial construction, will continue in FY 2001. The benefits of this program include producing inspection staff with greater technical skills and providing more flexibility in staff assignments.



Funding Adjustments

The following funding adjustments from the FY 2000 Revised Budget Plan are necessary to support the FY 2001 program:

- An increase of \$200,491 due to the implementation of the new Pay for Performance program in FY 2001. The new system links annual pay increases to employee performance.
- An increase of \$201,498 due to the implementation of the Market Pay Study. As a result of the Study, incumbents in job classes that are found to be one grade below the market will be moved to the appropriate grade and will receive a 2.0 percent market adjustment. Incumbents in classes found to be two or more grades below the market will be moved to the appropriate grade and receive a 4.0 percent market adjustment. In addition, funding is held in reserve to provide all employees with a 2.5 percent cost-of-living/market adjustment.
- A net decrease of \$119,433 in Personnel Services is attributable to an increase of \$39,092 in position turnover based on actual experience and a decrease of \$114,393 based on the actual grade of existing staff, partially offset by an increase of \$34,052 in exempt limited-term salaries and extra compensation based on actual experience in FY 1999 and projected requirements for FY 2001.
- A decrease of \$322,894 in Operating Expenses reflects encumbered carryover of \$136,433, unencumbered carryover of \$78,707 including \$20,000 for services received in FY 1999 that were not billed until FY 2000 and \$58,707 in unexpended CMI savings, as well as \$64,332 in one-time costs associated with new positions established during the FY 1999 Third Quarter Review. A net decrease of \$43,422 in various Operating Expenses is based on actual experience in FY 1999.

The following funding adjustments reflect all approved changes to the FY 2000 Revised Budget Plan since passage of the FY 2000 Adopted Budget Plan. Included are all adjustments made as part of the FY 1999 Carryover Review and all other approved changes through December 31, 1999.

- Encumbered carryover of \$140,153 including \$136,433 in Operating Expenses and \$3,720 in Capital Equipment.
- Unencumbered carryover of \$116,104 including \$78,707 in Operating Expenses, of which \$20,000 was for services received but not billed in FY 1999 as well as \$58,707 in unexpended Close Management Initiatives (CMI) savings, and \$37,397 in Capital Equipment for items required by 11/11.0 SYE positions which were established as part of the FY 1999 Third Quarter Review.



Objectives

- To provide inspection service on the day requested in 96.0 percent of the time, while ensuring that 0.0 percent of buildings experience catastrophic failure as a result of faulty design.
- To issue not less than 60.0 percent of building permits on the day of application, while ensuring that 0.0 percent of buildings experience catastrophic failure as a result of faulty design.

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Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1997 Actual	FY 1998 Actual	FY 1999 Estimate/Actual	FY 2000	FY 2001
Output:					
Commercial inspections	69,867	53,011	75,854 / 51,219	51,219	51,219
Permits issued	95,594	85,491	89,000 / 88,900	89,000	89,000
Efficiency:					
Inspections completed per inspector	2,911	2,039	2,917 / 2,410	2,410	2,410
Permits issued per technician	8,690	7,772	8,090 / 6,838	7,416	7,416
Service Quality:					
Percent of inspections completed on requested day	NA	NA	NA / NA	NA	96.0%
Percent of permits issued on day of application	NA	NA	NA / NA	NA	60.0%
Outcome:					
Percent of buildings experiencing catastrophic system failures as a result of building design	0.0%	0.0%	0.0% / 0.0%	0.0%	0.0%